



# MEMORANDUM

## CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Request for Subdivision Approval – 621 Bradley Street

DATE: October 25, 2011

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**Request:** Subdivision Approval of Parcel Number 1-15-104 at 621 Bradley Street

**Applicant:** Patsy Storino, PLS on behalf of Jerry Gardner

**Proposed Use:** Unknown

**Property Owner:** Jerry Gardner

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**Comments:** This proposal is being submitted for Planning Board review under Chapter A322 (Subdivision Regulations) of the City Code. The Planning Board has the option of not requiring a preliminary plat submission. Since this is a minor subdivision, Staff is processing this application as a final plat. A public hearing is required and notice has been published for it to be held at 4:05 p.m. during the Planning Board meeting. After the public hearing and completion of Part II of the Environmental Assessment Form, the Planning Board will be free to make a decision on the proposal.

The applicant is proposing to subdivide Parcel Number 1-15-104 into two lots, one utilizing existing frontage on Bradley Street, and one utilizing frontage on the dead end of Meade Street. The applicant has not indicated any proposed use for either parcel. All dimensional minimums have been met.

If the applicant wishes to connect a future structure on "Parcel C" to Meade Street, a General City Permit will be required for any work performed in the City's right-of-way.

After approval, within 5 days of the Planning Board's resolution, the applicant must submit two (2) reproducible mylars of the plat for signature by the clerk of the Planning Board. One of the mylar copies will be returned, and must be filed in the County Clerk's Office within 62 days of signing.

### Summary:

1. If the applicant wishes to connect a future structure on "Parcel C" to Meade Street, a General City Permit will be required for any work performed in the City's right-of-way.

cc: Robert J. Slye, City Attorney  
Justin Wood, Civil Engineer II  
Pat Storino